

ROTARY CLUB OF MECHANICSBURG NORTH
Sponsor Responsibilities and Process for Proposing a New Member
March 1, 2023 – June 30, 2024

Every active member of the club is encouraged to propose new members to the club. Before submitting the name of a prospective member, the active member, with the assistance of the membership chair, should meet with the prospective member and share the following:

- the “Prospective Member” informational document
- the mission of Rotary International and the Mechanicsburg-North Rotary Club
- the Four Way Test
- club expectations regarding member engagement including:
 - participation in club committees and fundraisers
 - participation in club service activities
 - paying dues on time
 - the option to attend a Club meeting on Wednesday evening or Thursday morning. New members are encouraged to attend one of the meeting times that is opposite of their regular attendance time.
- types of memberships and the costs associated with each
 - AM/PM membership - \$75 per quarter not including meals or a \$25 voluntary donation to the Rotary Foundation
 - Alumni membership – discounted dues for up to 2 years as determined yearly by the board. \$50 for current year.
 - Corporate membership – multiple options available. Contact the President, Secretary or Membership Chair for information and an application form.
- privileges of being a member of Rotary including: attending meetings at other clubs worldwide; networking with community leaders; providing service to the community and world; and exposure to community organizations, etc. through weekly programs
- process to become a member including:
 - submission of application to the club secretary
 - application fee submitted with the application. The board determines the amount and it is noted on the application.
 - submission of name to the Board and Club for approval
 - after approval the new member will receive confirmation from the Club secretary, a mentor will be assigned and a temporary identification badge will be given to the new member
 - a permanent badge will be issued after the following are completed
 - Met with mentor at least 2 times to discuss Rotary and the responsibilities of being a Rotarian
 - Gave Classification speech at a club meeting after approval of membership. (This typically occurs 10-14 weeks after membership approval and is coordinated in collaboration with the Club President.)
 - Participated in one fundraising or service project

- Met with current president
- Paid in full two consecutive billing cycles by the due date
- Served as a greeter at the AM meeting

After meeting with the prospective member and ascertaining the person's interest in joining Rotary, the prospective member shall be requested to sign a membership application form and attach the initiation fee to permit his/her name and proposed classification to be submitted to the Board and Club for approval.

Sponsor Duties for New Member Application Process

The following guidelines are to be followed when processing a new member application:

1. Before submitting the name of a prospective member, the active member, with the assistance of the membership chair, should inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership, including the financial requirements, following which the prospective member shall be requested to sign and submit a membership application form (see attached), including the initiation fee and to permit his/her name and proposed classification to be submitted to the board and published to the club.
2. A transferring or former member of another club may be proposed to active membership by the former club or by an active member of the club. According to RI rules for transferring members, a transferring member's previous club will be contacted by the club secretary to determine if the proposed member has any outstanding financial obligations. In accordance with the RI Constitution, potential members of a club who have debts to another club are ineligible for membership until the debt is paid to the previous club.
3. The board shall approve or disapprove the proposal within 30 days. If a Board meeting is not held within 30 days of the application submission a vote can be taken via the secretary's regular email, not Club Runner, with board members doing a reply to all.
4. The Club Secretary will notify the proposer of the Board's decision.
5. The prospective member's name and classification will be published to the club members in accordance with the Club Constitution and By-Laws.
6. If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, shall be considered to be elected to membership.
7. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. The filing of an objection must be done in writing, with the prospective

member being given the opportunity to review the objection and respond to it in writing. If approved despite the objection, the proposed member shall be considered to be elected to membership.

8. If the Board does not approve the prospective member based on the objection(s), the initiation fee will be returned.
9. The secretary will send a “welcome” letter via email to the new member and upon receipt of the proposed new member's completed paperwork the person will be considered a member of the Club and inducted within 30 days.

**Rotary Club of Mechanicsburg-North - Membership Application
(Please print)**

Please check one of the following to indicate the type of Membership:

- AM Meeting (Thursday at 7:30 AM) On-line Membership (Thursday at 7:30 AM)
 PM Meeting (Wednesday evening) Alumni Membership

Full name: _____

Preferred Name (Nickname): _____

Business Name: _____

Position held in firm/business: _____

Post-Secondary Education Degree if not employed: _____

Business Address: _____

Home Address: _____

Preferred address: Home Business

Telephone

Home: _____

Business: _____

Mobile: _____

Preferred e-mail address: _____

Birthday (month/day/year): _____

Spouse/Partner's Name: _____

Anniversary Date (if applicable) (month/day/year): _____

Please check if you participated in any of the following:

____ Interact

____ Rotaract

____ Rotary Youth Exchange (Outbound Exchange Student); Year _____

____ Rotary Youth Leadership Awards (RYLA); Year _____

____ Student of the Month; Year _____; School _____

____ Student of the Year; Year _____; School _____

____ Rotary Peace Fellowship; Year _____; Location (Country) _____

____ Group Study Exchange; Year _____; Location (Country) _____

RCMN will offer reduced annual dues for a minimum of 2 years to an Alumni of one of these programs. The amount will be decided each year by the Board of Directors.

If rejoining or a former Rotarian, list most recent club information:

Previous club name: _____

Dates: _____
From (month/day/year) To (month/day/year)

Rotary Membership ID number: _____

Activities that would enhance consideration as a Rotarian:

According to the RCMN Constitution, I hereby certify that I am qualified for active membership as someone who demonstrates good character, integrity, and leadership; possesses a good reputation within my business, profession, and/or community and am willing to serve in my community and/or around the world through Rotary.

I have attached my \$50.00 application fee (check payable to RCMN). Alumni as defined above are exempt from paying the application fee. All applicants understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary (outlined below) in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the Club Constitution and By-Laws. Once accepted as a member I understand that I will additionally be asked to pay dues based on my status as determined by the Board of Directors.

My employer will be paying my quarterly dues: _____ Yes _____ No

I hereby give permission to the RCMN board to publish my name and proposed classification to the membership.

Proposed Member's Signature: _____

Date: _____

Sponsor's Signature: _____

Date: _____

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

First, the development of acquaintance as an opportunity for service;

Second, high ethical standards in business and professions; the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third, the application of the ideal of service in each Rotarian's personal, business and community life;

Fourth, the advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

Revised: March, 2023